

JOB DESCRIPTION

JOB TITLE: Finance Administrator

GRADE: 19

JOB CODE: 1301

DATE: 3/20/95

GENERAL FUNCTION: Under direction of the director of the local health department, supervises the administration of the business affairs of the local health department consistent with the rules governing Federal, State and Local grants and generally accepted accounting practices.

DISTINGUISHING CHARACTERISTICS OF THE CLASS: The finance administrator position is intended to provide for the planning, organization and direction of the financial affairs of a local health department. Responsibilities would include the preparation of the annual budget of the department, monitoring the budget to ensure conformance with provisions of the budget, establishing/maintaining appropriate accounting procedures that comply with rules and regulations (Federal and State), preparation of reports for the various entities requiring reports, and having considerable knowledge of the various requirements of revenues for appropriate expenditures and reporting requirements.

CHARACTERISTIC DUTIES AND RESPONSIBILITIES:

Prepares the annual budget of the local health department in accordance with Federal and State requirements such as the conditions of grant award, the financial management manual, and other appropriate requirements of funding sources.

Develops and maintains appropriate accounting procedures and records according to the requirement of state and federal funding agencies and the financial management manual issued by the Department of Health Services.

Prepares accurate and timely reports such as monthly financial status reports, quarterly tax, unemployment insurance, monthly FICA reports, retirement, etc.

Oversees all monies received and the investment of those monies.

Supervises employees engaged in the preparation and maintenance of financial records, budgets, inventories, accounts receivable, accounts payable and other specialized activities

Exercises budgetary control including payrolls, purchasing of supplies and equipment.

Reviews cost reports, cost based reimbursement programs to monitor the financial and operating efficiency of the agency based on existing funds and advises the director and/or other program staff.

JOB TITLE: Finance Administrator (continued)

JOB CODE: 1301

Supervises the billing and collection of monies for health services rendered by the department.

Prepares and negotiates contracts with private, public, and corporate vendors.

Advises administrator and program staff on fiscal and personnel matters.

SUPERVISION RECEIVED: General direction, working from broad goals and policies only; incumbent participates heavily in setting work objectives.

SUPERVISION EXERCISED: May directly supervise accountant(s) account clerks and other related administrative staff.

JOB SPECIFICATIONS:

Knowledge and Abilities:

Knowledge of the basic principles and standard practices of governmental accounting.

Knowledge of budget preparation and control.

Knowledge of grant procedures and practices.

Familiarity with computers and computer applications.

Ability to effectively communicate and deal with people.

Minimum Education, Training and Experience Requirements: Four year degree from a college or university with a major in accounting, business administration, public administration or a directly related field; and three (3) years of experience in accounting, business administration, public administration, which includes experience in budgeting, accounting, payroll and accounts payable.

For promotional purposes an individual may be considered for this position if the individual has seven (7) years of experience which provides the required knowledge, skills, and abilities.

Additional education may substitute for the required experience on a year for year basis.

The intent of this job description is to provide a representative summary of duties and responsibilities that will be required of positions given this title and shall not be construed as a declaration of the specific duties and responsibilities of any particular position. Employees may be requested to perform job-related tasks other than those specifically presented in this description.